

**Eastern District Planning Commission**  
**Thursday, May 26, 2022**  
**Minutes**

**PRESENT:** Warden Bruce Morrison, Chair  
Councillor Bill MacFarlane, Vice-Chair  
Deputy Mayor Jason Aucoin  
Mayor Laurie Boucher  
Councillor Catherine Gillis  
Councillor Mark MacIver  
Councillor Perla MacLeod  
Councillor Harris McNamara  
Councillor Claude Poirier  
Councillor Shawn Samson  
Mr. Terry Doyle, Advisor  
Mr. Glenn Horne, Advisor

**GUEST:** Ms. Alisha Mombourquette, CPA, CA, Senior Manager, Grant Thornton LLP

**STAFF:** John Bain, Director  
Tammy MacLellan

**REGRETS:** Councillor Mary Farrell  
Warden Amanda Mombourquette  
Mr. Jeffery Lawrence, Advisor  
Mr. Keith MacDonald, Advisor  
Ms. Leanne MacEachen, Advisor  
Mr. Don Marchand, Advisor

**1.0 Call to Order:**

Councillor Catherine Gillis called the meeting to order at 1:04 p.m.

**2.0 Welcome New Inverness County Appointment**

Mr. John Bain welcomed Councillor Claude Poirier to the board meeting. Councillor Poirier has been appointed to serve on the Eastern District Planning Commission Board.

**3.0 Appointment of New Officers:**

Mr. John Bain explained the appointment of new officers: rotation of chair and vice-chair among the municipalities and towns; the Municipality of the County of Victoria and the Municipality of the County of Antigonish are responsible for chair and vice-chair, respectively.

**Motion** to appoint Warden Bruce Morrison, Municipality of the County of Victoria, as chairperson of the Eastern District Planning Commission. Moved by Perla MacLeod, seconded by Councillor Jason Aucoin. **Motion carried.**

**Motion** to appoint Councillor Bill MacFarlane, Municipality of the County of Antigonish, as vice-chair of the Eastern District Planning Commission. Moved by Councillor Harris McNamara, seconded by Mayor Laurie Boucher. **Motion carried.**

#### **4.0 Items Added to the Agenda:**

There were no items added to the agenda.

**Motion** to approve the agenda as presented. Moved by Councillor Catherine Gillis, seconded by Councillor Harris McNamara. **Motion carried.**

#### **5.0 Review of Minutes:**

The Board reviewed the minutes of March 29, 2022.

**Motion** to accept the minutes as presented. Moved by Councillor Harris McNamara, seconded by Councillor Perla MacLeod. **Motion carried.**

#### **6.0 Director's Report:**

##### **1.1 Annual Report and Financial Statements**

Ms. Alisha Mombourquette, CPA, CA, Senior Manager of Grant Thornton LLP, reviewed the draft financial statements as of March 31, 2022.

**Motion** to approve the auditor's report as presented by Ms. Alisha Mombourquette, on behalf of Grant Thornton LLP. Moved by Councillor Jason Aucoin, seconded by Councillor Catherine Gillis. **Motion carried.**

Ms. Alisha Mombourquette left the meeting 1:28 p.m.

##### **1.2 Plan Eastern Nova - Updates**

The board reviewed the April and May 2022 progress reports received from Upland.

Recently, the Commission staff met with Upland to review the draft Municipal Planning Strategies.

On June 13, 2022, Upland will present the document to the CAO's, Municipal Clerk and Director. The document is minimal with the intent of existing plan documents being able to come in to the new document.

At the end of June, Upland has scheduled open house workshops throughout the Municipalities.

### **1.3 Staff Resignation – Lee-Ann Martin**

Lee-Ann Martin tendered her resignation on April 11, 2022. She has taken a position with the Municipality of East Hants.

John Bain expects to fill the planner position by mid to late June. It has been difficult for the Commission to retain planners for varying reasons. Options to assist this were discussed such as contract commitments and offering a retention bonus.

### **1.4 Manager of Planning Services**

Mr. John Bain plans to eventually fill this position for the Commission. The revenue to do this is tied to increasing the building permit fees.

### **1.5 Building Permit Fees**

Mr. John Bain presented a proposal for a new building permit fee schedule for all units. Over the past years, the building permit fee as a percentage of the total construction value has decreased, while the number of inspections has increased.

Mr. John Bain made the recommendation to increase building permit fees to \$2.00/\$1,000 Residential; \$3.00/\$1,000 Commercial/Institutional/Industrial; \$1.50/\$1,000 Agricultural; unchanged for additions and alterations; \$100 flat fee for accessory buildings; and the rest unchanged with an implementation date of July 1, 2022. The Commission would use the industry published standard, the *Altus Group 2021 Canadian Cost Guide* for the low end of the range for Custom Built Single Family Residential in Halifax or the contracted price of construction.

**Motion** to accept the recommendation to increase building permit fees effective July 1, 2022. Moved by Councillor Jason Aucoin, seconded by Mayor Laurie Boucher. **Motion carried unanimously.**

### **1.6 Personnel Committee Recommendations**

A proposed organizational chart for the Commission was reviewed, along with a Manager of Planner's job description. Mr. Bain is considering hiring two planners, one on a permanent basis and another on a one-year contract. In six months, the positions will be re-evaluated and if needed, an internal competition would begin for the Manager's position.

Lewis Pope, a past-planner of the Commission, offered to work under contract on a limited basis; five hours per week, project-specific, for a term of four weeks. John Bain prepared a contract for this.

Prior to the board meeting, the Personnel Committee met to discuss the complaint against the Commission and Director. Following the Complaints Policy, a letter will be sent to the complainant stating the Commission needs another thirty days to complete the investigation of the Director. Correspondence will be circulated amongst the committee.

**Staff Activity:**

Staff Activity – Major Projects and Municipal Planning Processes, Plan Amendments, Rezoning, Policy Changes and Miscellaneous Projects were reviewed.

**Wind Turbine By-Law, Municipality of the County of Inverness**

The Commission was requested by the Municipality of the County of Inverness to review their Wind Turbine By-Law.

**Motion** to accept the Director's Report as presented. Moved by Councillor Shawn Samson, seconded by Councillor Perla MacLeod. **Motion carried.**

**7.0 Correspondence and Documentation:**

Correspondence and Documentation were reviewed.

**8.0 Discussion – Items added to the Agenda:**

There were no items added to the agenda.

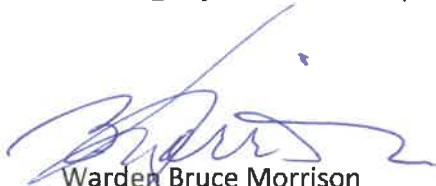
**9.0 Next Meeting Date:**

Next meeting scheduled on September 22, 2022, at 1:00 p.m.

**10.0 Adjournment:**

**Motion** to adjourn meeting. Moved by Councillor Mark MacIver. **Motion carried.**

Meeting adjourned at 2:20 p.m.



Warden Bruce Morrison  
Chair



Tammy MacLellan  
Recorder